

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: August 20, 2018

Closing Date: August 27, 2018

**Administrative Specialist II, Pay Grade 8
Executive Offices, Special Investigations Unit
New Castle County**

Job Responsibilities and Duties:

Incumbent provides administrative support to Special Investigations Unit in the Executive Offices of the New Castle County Offices. Incumbent's duties include preparing, tracking, and processing subpoenas for the Special Investigations Unit and is responsible for various administrative duties associated with this process. This includes – but is not limited to – tracking and maintaining statistical information in a database to track subpoenas and the records that are produced. Incumbent will be expected to maintain records in an electronic format in a database and also be expected to perform other tasks as assigned. Some examples of those other tasks are preparing transcriptions of recorded interviews, managing the unit files, both electronic files in a case management system as well as case files, and maintaining unit time records.

Minimum Qualifications:

Must be detail-oriented, well organized and proficient in Microsoft Office Word, Excel, Access, PowerPoint and Outlook. Knowledge of LexisNexis and Westlaw is a plus. Must possess excellent spelling, grammar and proofreading skills. Strong interpersonal skills are desired, as this position communicates internally and externally with a variety of partners to complete the mission of the Unit. Must be able to take and relay accurate phone messages; serves as a point of contact for members of the criminal justice system both within and outside the State of Delaware.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.